



Digital Literacy Agreement Orchard Grove Primary School

At Orchard Grove Primary School, our aim is to teach students to become digitally literate. This means that students are able to use technology to access, understand, participate, evaluate and create content using digital media. With this in mind, we are constantly innovating and using new technologies and online tools and resources as they become available. Digital technologies include the use of computers, communication devices, the school network, Internet, digital cameras, scanners, removable storage media, mobile devices and online tools.

Online tools, such as blogs and wikis are **powerful learning tools**. Students can use these tools to:

- create stories, podcasts and videos, then publish them to an **authentic, global audience** who can offer feedback, advice and build upon the work started;
- collaborate with other students and contribute to tasks from home;
- reflect on their learning to help build more knowledge;
- connect and collaborate with students, teachers and experts in other classes and schools in a controlled environment.

We recognise the importance of privacy and the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Orchard Grove Primary School we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment;
- have a Digital Literacies Acceptable Use Policy that clearly states our expectations including actions and consequences for inappropriate behavior;
- educate our students to be safe and responsible users of digital technologies;
- raise our students' awareness of issues such as online privacy and intellectual property, including copyright;
- supervise students when using digital technologies for educational purposes;
- provide a monitored internet service but acknowledge that full protection from inappropriate content can never be guaranteed;
- respond to issues or incidents that have the potential to impact on the wellbeing of our students;
- know that some online activities are illegal and as such we are required to report this to the police;
- support parents to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child;
- provide parents/guardians with a copy of this agreement.

While using technology and online tools, students are taught about **online responsibility, appropriate behaviour, cybersafety** and the importance of **maintaining anonymity and privacy online**. Moderated and monitored environments provide a perfect opportunity for students to learn and experience how to work safely online and is important as students begin to be exposed to other online technologies at home such as instant messaging (i.e. MSN, Skype) and social networks. Tools that we choose to use are evaluated and approved for use by our Digital Literacy team. As the list of tools we use is constantly changing, they are not detailed here, but a current list will be maintained on our school wiki.

The attached Acceptable Use Agreement highlights the expectations of the students at Orchard Grove Primary School in regards to their safe and responsible use of digital technologies. **Please read the rules carefully with your child and sign and return this form to your classroom teacher. By not signing this agreement, your child will not be able to log onto the school network or use digital technologies.**

If you have any concerns about this agreement, please contact the school. For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/Guardians can call Parentline on 132289 or visit <http://www.cybersmart.gov.au>.



101 Orchard Grove,
Blackburn South, 3130
Phone : 9894 3400



Technology and Publicity Agreement Parent / Guardian

We have replaced our previous range of publicity, release and acceptable use agreements with this document. If you have any questions or concerns, please do not hesitate to contact the school.

Please indicate your acceptance of our Acceptable Usage Agreement by ticking the boxes that apply below.

- ☐ I/we have read the 'Purpose and Use of Digital Literacy at Orchard Grove' explaining document, this Agreement and the Student Agreement and understand their purpose.
- ☐ By signing this agreement, I/we will endeavour to support the school in making sure my child is a safe and responsible user of digital technologies.
- ☐ I/we give permission for my child to use the network and online tools and resources that have been provided and approved by the school's Digital Literacies Team. For example, these may include but are not limited to, portable devices, computers, school network, emails, wikis, blogs and Mathletics. A list of tools currently used at Orchard Grove will be maintained on the school wiki.
- ☐ I/we give permission for my child and their work to appear in photographs, audio and visual recordings and scanned records, and for these materials to be used and republished in any publications or broadcasts related to school activities and promotion, identified on a first name basis only. These include the school website, school produced media (CDs/DVDs), school and classroom blogs and wikis, newsletter, local radio, local newspapers and Department of Education publications. **I understand that not agreeing to this clause will mean that no photos, videos or audio recordings will be collected by staff of my child as their access cannot be controlled once created.**
- ☐ I/we give permission for my child to participate, and their details entered, in the annual Premiers' Reading Challenge, run by the DEECD, and for their name and details to be published in the Premiers' Reading Challenge Achievers Honour Roll in the newspaper each year.
- ☐ I/we understand that my child's access to our network may be suspended or removed if they breach the conditions outlined in the Student Agreement overleaf, in line with our school behaviour management policy.
- ☐ I/we understand and agree that if I wish to alter any of the authorisations I/we have given above, including publicity and photo release, it will be my responsibility to notify the school in writing, addressed to the Principal.

Parent/Guardian Name:

Date:

Parent/Guardian Signature:

Date:



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Digital Literacy (ICT) Acceptable Use Student Agreement (Grades 5-6)

The rules I will follow when using digital technologies at Orchard Grove are:

General Use

1. I will treat digital technologies with care and respect, including treating them safely.
2. When I am using digital technologies I will use my time effectively and remain on task.
3. I will only use school digital technologies for school purposes, as directed by my teacher. I will only keep school related content stored on the school network.
4. I will take care of the school's hardware and software.
5. I will not use digital technologies for anything which would inconvenience other people; for example:
 - a. Printing more copies than I need,
 - b. Downloading large files which will slow the network,
 - c. Changing the settings on computers or other equipment.
6. I will not use the school's equipment for anything that is against the law.
7. I will keep my password/s to myself, and not seek the passwords of others.
8. I will log off the computer when I am finished.
9. I will only work on my own work and store it in my file/folder on the network or on my own removable storage media such as USB drives.
10. If I bring removable storage media or portable devices to school I will allow teacher/s to check their contents when they ask.
11. I am aware that viruses can be spread between computers through email and using removable storage devices that have not been checked by virus scanning software and I will let my teacher know if I believe this has occurred.

12. I will respect the privacy of others and not share photos, documents or other files that do not belong to me.
13. I will respect the 'intellectual property' of others and follow copyright laws, including the use of images I access online.

Internet and Online Tools Use

14. I will only access web sites that are relevant to school and the information that I need.
15. If I see or hear anything on a website that I am unhappy with, I will close my browser and tell my teacher immediately.
16. When I use email, forums, networks, blogs or supervised chat rooms, the messages I send will be polite, respectful and sensible.
17. I will not give out any personal information about myself or others unless I have permission from the teacher; for example, name, age, address, phone number.
18. If I receive any messages that I do not like I will tell a teacher immediately.
19. I know that the school may check my computer files, storage devices, email and may monitor the Internet sites I visit.
20. I will not copy other people's work in to my work, and call it my own without acknowledging their content. This includes pictures and information I find online.
21. I will ask permission before sharing photos and information belonging to other people.
22. I will not register for accounts for online tools or services without the permission of my teacher.

As a responsible user of technology at Orchard Grove Primary School I will follow the rules above.

If I break any of the rules, then I may be unable to use digital technologies at Orchard Grove Primary School. I will need to re-negotiate how I use digital technologies at school. I understand that my parents/guardians will be notified.

Student Name:

Date:

Student Signature:

Date:



Digital Literacy Acceptable Use Student Agreement (Prep - 4)

The rules I will follow when using digital technologies at Orchard Grove are:

I will treat the technology I use with care and respect. This means:

- ☐ I will not eat or drink while I am using technology.
- ☐ I will only use technology for tasks my teacher asks me to complete.
- ☐ I will start and shut down the computers correctly.
- ☐ I will not print without the teacher's permission.
- ☐ I will not change the settings on the computers.
- ☐ I will log off the computer when I am finished.

I will treat others with care and respect when using technology. This means:

- ☐ I will not open other people's work without their permission.
- ☐ I will only work on my own work and store it in my file/folder on the network or on my own removable storage media such as USB drives.
- ☐ I will respect the others and not share work or photos that do not belong to me.
- ☐ I will only access web sites that my teacher directs me to.
- ☐ If I see or hear anything on a website that I am unhappy with, I will close my browser and tell my teacher immediately.
- ☐ When I use blogs or wikis, my online work will be polite, respectful and sensible.
- ☐ I will not give out any personal information about myself or others unless I have permission from the teacher; for example, name, address, phone number.
- ☐ I will not bring my own technology devices to school without my teacher's permission.

As a responsible user of technology at Orchard Grove Primary School I will follow the rules above.

If I break any of the rules, then I may be unable to use digital technologies at Orchard Grove Primary School. I will need to re-negotiate how I use digital technologies at school.

Student Name:

Date:

Student Signature:

Date: